



## FOIA Fee Schedule

Updated July 2017

The City of Darlington strives to operate in a fair and transparent manner. The City will evaluate each public records request and attempt to provide the information at no cost to the requestor by absorbing the cost when such requests are not particularly voluminous or time-consuming. If it is determined that the agency must allocate a significant amount of staff time or resources to a request, or multiple requests are made over a short time period, from an individual or organization, estimated fees will be assessed as outlined below.

**Photocopying** – If the request requires copying approximately 5 pages or more, the charge would be calculated at 10 cents per page.

**Oversize Documents & Large Quantities** – If oversized documents or large quantities are sent to a third party for copying, the requestor will be charged the actual dollar amount of the invoice for the work.

**Employee / Administrative Time** – Information requests requiring more than one hour of staff time will be assessed at \$17.00 per hour.

**Postage or Fax** – If more than 5 pages must be mailed or faxed, actual costs associated with the process will be assessed.

**Computer / Information Technology** – Charges will be based on costs associated with the process. For the use of a CD or DVD, there will be a \$5 charge. For the use of a memory stick or flash drive, there will be a \$10 charge. Video information charge is \$25.

**Specific costs associated with Police Department Information** – Incident reports will cost \$10 per report, unless the person making the request is the victim listed in the report.

**Estimation of fees and payment** – If it is determined that charges will be assessed for fulfilling an information request, the requestor will be notified. Actual costs will be recorded throughout the process and will be reconciled with the requestor upon completion. Prior to collection of information or fulfillment of the request, 25% of the total fee amount must be received at the address below.

City of Darlington  
FOIA Requests / Planning Office

**Physical**  
400 Pearl St.  
Darlington, SC 29532

**Mailing**  
PO Box 57  
Darlington, SC 29540